

# LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH  
Tel: 01787 378084 Email: clerk@longmelford-pc.gov.uk



## MINUTES OF Meeting of the Full Parish Council

Meeting called for: **7:30pm, Thursday 2<sup>nd</sup> December 2021**  
Location: **The Community Centre, Old School, Long Melford, Suffolk CO10 9DX**  
Councillors present: **I. Bartlett, R. Delderfield, J. Ewbank, R. Kemp, J. Nunn, S. Powell, L. Tipper, D. Watts (Vice Chair), J. Watts**  
Councillors absent: **L. Malvisi (Chair), C. Michette, R. Michette**  
Also attending: **D. Lovelock (Parish Clerk)**

**In the Council Chair's absence Vice Chair Cllr D. Watts chaired the meeting, which was opened at 7:37pm.**

### **21/12-1 PROCEDURAL MATTERS**

#### **(a) Apologies for Absence**

Apologies were received from Cllrs Malvisi, C. Michette, and R. Michette.

#### **(b) Declarations of Interest & Requests for Dispensation**

No declarations of interest were received.

No requests for dispensation were received.

#### **(c) MOTION: Accuracy of Minutes**

**Resolved**, that the Council confirms the accuracy of the Minutes for its meeting held 4<sup>th</sup> November 2021.

#### **(d) Public Participation**

No members of the public attended and spoke to participate in the meeting.

### **21/12-2 COUNTY AND DISTRICT COUNCILLORS' REPORTS**

#### **(a) County Councillor's Report**

Cllr Kemp's expressed his thanks on behalf of Suffolk County Council (SCC) for the Parish Councillors' hard work on behalf of the local community. His report as previously circulated was noted as read. Cllr Kemp added that Suffolk County Council (SCC) had agreed to a speed limit scheme under which parish councils, with the support of their District Councillor, could propose new or revised restrictions in their particular area. At Cllr Kemp's suggestion it was agreed that the Council should consider applying for a 20mph speed limit along Hall Street at its next meeting, and that Cllr Kemp would provide to the Clerk a copy of the SCC resolution for circulation to the Council.

#### **(b) District Councillors' Joint Report**

Cllr Malvisi's and Cllr Nunn's joint report as previously circulated was noted as read.

### **21/12-3 PARISH CLERK'S REPORTS**

#### **(a) Parish Clerk's Report (Appendix 1)**

The Clerk's Report was received and noted.

For Item 3 (Asset of Community Value), it was agreed that the potential acquisition of the asset by the Council should be put on the Agenda for the January 2022 FPC meeting.

For Item 10 (EV Charging Points), it was agreed that Plug In Suffolk should be alerted to the equipment problem.

#### **(b) Council Action Plan Review (Appendix 2)**

The Action Plan was received and noted.

For Item 1 (Civic Awards Policy), the Clerk advised that a revised version would be circulated for Councillors' review tomorrow.

For Item 2 (IT System Review & Rationalisation), the Clerk Advised that revised quotes had been received and submitted to a recommended IT professional for their recommendations.

For Item 9 (Cordell Road Play Area), Cllr Delderfield confirmed the Council's the continuing strenuous efforts to obtain a lease for the Play Area from Babergh District Council (BDC), which had been identified as an essential precursor for obtaining grant funding and improving the facilities. It was agreed that the Clerk should obtain an estimate from the Council's solicitors for the cost of reviewing the lease, once obtained.

#### **21/12-4 COUNCIL FINANCIAL MATTERS AS LISTED**

**(a) MOTION: Payments Schedule** (Appendix 3)

**Resolved**, that the Council approves the Payment Schedule for December 2021.

**(b) Cashbook Report** (Appendix 4)

The Cashbook Report for October 2021 was received and noted. It was agreed that a motion should be put on the Agenda for the January 2022 FPC meeting that the contract for cleaning the Council's public toilets should be put out for new quotations.

**(c) MOTION: Year End Accounts Closedown**

It was noted that for the 2021/22 year-end accounts the RFO had negotiated a reduction of £200 for the closedown fee.

**Resolved**, that the Council authorises the RFO to arrange for Rialtas to undertake the 2021/22 year end accounts closedown at a cost of £400 ex VAT.

**(d) MOTION: Finance Committee Report** (Appendix 5 & Appendix 6)

It was agreed that the following elements of the Motion should be withdrawn as some of the required information wasn't currently to hand, and that they should be put on the Agenda for the January 2022 FPC meeting.

F/21/17 – Adoption of the accounts to 31/10/2021.

F/21/20 – Removal of some items from the Asset Register and safe disposal of broken or redundant items.

Motion element F/21/19 regarding the provision of a grant was then considered (Appendix 6).

**Resolved**, that a grant of £1,000 is to be made to the Long Melford Heritage Trust for the geophysical survey, subject to receipt of a copy an invoice made out to the Long Melford Heritage Trust for the geophysical survey, with the grant offer to expire on 30 September 2022.

#### **21/12-5 OTHER BUSINESS TO BE TRANSACTED**

**(a) MOTION: Bloor Development Puffin Crossing and Infrastructure**

**Resolved**, that the Council should lobby BDC and SCC for a pedestrian crossing at the southern end of the village.

**(b) MOTION: Road Noise at Little St Marys**

Cllr Nunn advised the Council that remedial work to a noisy drain cover opposite Park Terrace was now on a 20-day repair order, subject to confirming arrangements with its traffic management team.

**(c) MOTION: Melford Walk Maintenance Work** (Appendix 7)

**Resolved**, that Council accepts the next phase of the maintenance work required along the Melford Walk and authorises the hire of a mini digger and operator for the sum of £360 ex VAT, as detailed in Appendix 7, for this purpose.

**(d) MOTION: Adoption of Revised Council Standing Orders** (Appendix 8)

The Council agreed to defer a decision pending a review of the second draft of the revised Standing Orders by a Working Group consisting of Cllrs Malvisi, Tipper, and D. Watts, and receipt of recommendations from it.

**(e) MOTION: Melford in Bloom Display Units License** (Appendix 9)

**Resolved**, that the Council agrees to the signing of a five year Licence between the Melford Hall Estate and LMPC in respect of Long Melford in Bloom display units which have been placed on greens in the village belonging to the Estate. The Council further notes and agrees that grass cutting on the village's greens does not fall within the scope of the License or form part of Melford in Bloom's responsibilities, and that this will be arranged and funded entirely separately.

**Cllr Kemp left the meeting at 8:58pm.**

**(f) MOTION: Action Regarding Three Charities**

Cllr Delderfield reported that the Council as a body corporate trustee of the charities 'Charity of John Hill 239215', 'Robert Colet/Drage 230706', and 'William Skeyne (for Poor) 239216' had attempted without success to obtain the engagement and assistance of the other trustees to resolve significant difficulties affecting each charity's ability to exercise their functions and to secure their future viability. Consequently, action was now required if the matter was to be progressed.

**Resolved**, that the Council authorises Cllr Delderfield to act on behalf of the body corporate trustee by:

1. Writing to the other trustees to request their resignation as trustees of the three charities in question.
2. That in the event of the other trustees not resigning then he contacts the Charity Commission to request their removal from the register of trustees of the three charities in question on the basis that they are not fulfilling their legal duties and responsibilities.
3. That upon securing the resignation or removal of the other trustees he then seeks new trustees for the three charities in question.

**(g) MOTION: Action Regarding Assessed Risks** (Appendix 10)

**Resolved**, that in respect of Finance Committee meeting held 15/09/2021 and as recommended by the Committee, the Council adopts the amended General Risk Assessment given as Appendix 3 of that document.

As recommended by the Finance Committee and agreed at the Council Meeting held 07/10/2021, the Council then decided the action to be taken to control the risks listed in the adopted General Risk Assessment as items, 11, 15, and 25 with a risk rate above 16 as follows:

Risk No. 11 – Failure to recognise and address conflict of interest (Risk rate 36)

**Resolved**, that the Clerk should ask the Monitoring Officer to provide remote training to the councillors regarding the disclosure of interests and keeping their entries on the Register of Interests up to date.

Risk No. 15 – Loss of data on PC due to system fault (Risk rate 36)

**Resolved**, that the Council supports management of the risk as part of the of existing Action Plan item 20/10-20 re rationalising the Council's IT setup, particularly in respect of implementing automated data backup.

Risk No. 25 – Bad publicity (Risk rate 25)

**Resolved**, that the Council supports the management of the risk as part of the of existing Action Plan item 20/11-11 (c) (iii) re adopting a policy for the use of social media by Councillors and Council staff.

**21/12-6 REPORTS**

**(a) Country Park Committee Report**

The Committee provided a verbal report, including advising the successes of the new Kind Hearts Coffee mobile café, and the Little Woodland Tribe Nursery Group's activities, in the Park. This was received and noted.

**21/12-7 MOTION: COUNCIL MEETINGS FOR 2022** (Appendix 11)

**Resolved**, that the Council agrees the schedule of meetings for 2022 as set out in Appendix 11.

**There being no further business the Chair closed the meeting at 9:37pm.**

Signed : [Signature]  
Position : Chairman  
Date : 13/01/2022

**Long Melford Parish Council**  
**Meeting of the Full Parish Council**  
**Thursday 2<sup>nd</sup> December 2021**  
**Meeting Pack**



Members of the public can find copies of the documents listed below on the Parish Council's website at <http://www.longmelford-pc.gov.uk>

Agenda Item	Appendix
21/12-3 (a)	1 Parish Clerk's Report
21/12-3 (b)	2 LMPC Action Plan
21/12-4 (a)	3 December 2021 Payments Schedule
21/12-4 (b)	4 October 2021 Cashbook Report
21/12-4 (d)	5 FINCOM Meeting 2021 11 17 - Draft Minutes
21/12-4 (d)	6 Grant Application - Long Melford Heritage Trust
21/12-5 (c)	7 Ditch Maintenance Motion 2021 11 24
21/12-5 (d)	8 LMPC Standing Orders DRAFT 2021 v1_2
21/12-5 (e)	9 Melford in Bloom Licence (30 April 2021)
21/12-5 (g)	10 General Risk Assessment LMPC 2021 09
21/12-7	11 2022 Council Meeting Schedule

## Parish Clerk's Report for the FPC Meeting December 2021

**1. Upper Green Bench Seats**

SCW have installed the two, new Glasdon bench seats near the Holy Trinity Hospital. Unfortunately, to accomplish this it was necessary for SCW to ask both the Clerk and the Melford Hall Estate Manager to attend the site to speak to a member of the public who was harassing the contractors and attempting to prevent the work. The individual was persuaded to desist before it became necessary to summon the police.

**2. Christmas Tree and Streetlights**

The Christmas tree has been set up, dressed, and connected to an electric supply. The new Christmas streetlights have been installed. The lights were officially switched on during a ceremony on Saturday afternoon, 27/11/2021.

**3. Asset of Community Value**

Babergh District Council have confirmed that the property constituting the former United Reformed Church has now been added to the list of Assets of Community Value, effective from 30/11/2021.

**4. War Memorial Plinth Repair**

Requests for a quotation for the work have been sent to six stonemason companies in the West Suffolk area. Awaiting responses.

**5. Dog Waste Bin – Cock & Bell Lane**

Following a complaint that the bin was laying on the ground due to its mounting post rotting, SCW were commissioned to reinstate it on a new post. A complaint was then received regarding its reinstatement, resulting in the bin now having been moved to a few metres further along the lane.

**6. Suffolk Lorry Routes Consultation**

The Parish Council's response in respect of the Suffolk Lorry Routes Consultation has been submitted, using information provided by Cllrs Kemp and Ewbank. It has been requested that the designation of the section of the A1092 from Baythorne End to Long Melford as a lorry route should be rescinded. Cllr Kemp has liaised with Clare Town Council and Cavendish Parish Council to facilitate a co-ordinated response, as all of these communities are affected by the issue.

**7. Council Property Valuation**

A number of local chartered surveyors have been approached to quote for the valuation of the properties owned by the Council, required for insurance purposes.

**8. Tree Work – Melford Walk / Raile Walk**

Several tree surgery companies have been asked to quote to trim back branches and foliage from a number of trees located on the Melford Walk, which are overhanging a domestic property in Raile Walk. Authorisation of the expenditure will fall within the scope of the Clerk and Chair's S4.1 discretionary powers.

**9. Claim for Personal Injury**

A member of the public has commenced an action in the County Court against the Council for personal injury and other losses arising out of an accident occurring in October 2020 at the Old School Car Park, Long Melford. The claim has been referred to the Council's insurers.

**10. Old School Car Park EV Charging Points**

All four electric vehicle charging points have been out of commission for over a week. According to the providers this is due to a fault with the payment system software, which remains unrectified at the time of writing. Cllr Delderfield and the Clerk have been attempting to progress the matter.

**Action Plan - Actions Arising from Meetings**

No.	Action Arising	Agenda Reference	For Action By	Status	Rev. Due
1	Redraft the Civic Awards Policy	20/08-17	The Clerk	Pending	Oct-21
2	Rationalise the LMPC IT setup, ensuring that the equipment and infrastructure is fit for purpose, particularly re PC networking and automated data backup.	20/10-20	The Clerk	Two quotes received, both submitted for review and comment to an IT professional recommended by Cllr. D. Watts.	Nov-21
3	Review the Council's arrangements for data control and management, and make changes to improve security if required	20/11-11 (c) (i)	The Clerk	Pending	Nov-21
4	Create and adopt a policy for the use of social media by Councillors and Council staff	20/11-11 (c) (iii)	The Clerk	Model policies obtained. Review to follow.	Nov-21
5	Arrange for the Council's buildings portfolio to be valued to ensure adequate insurance cover.	21/09-4 (d)	The Clerk	Quotations for the work requested.	Dec-21
6	Ask SCC to install an additional SID mounting pole at, or relocate an existing pole to, Station Road for an ANPR installation.	21/10-5 (b)	The Clerk	In progress	Nov-21
7	Investigate the license status of the benches outside the Ex Service & Working Men's Club and report back to the Council.	21/10 5 (e)	Cllr Kemp	In progress	Nov-21
8	Ask SCC to install double yellow lines at the Spicer's Lane/Hall street junction.	21/10 5 (e)	The Clerk	Pending.	Nov-21
9	Progress obtaining a lease from BDC for the Play area contingent upon BDC first upgrading sub standard items, and progress disabled access to the Play Area with SCC.	21/11-5 (h)	Cllr Delderfield Cllr Powell	In progress	Dec-21
10	Procure appropriate document and equipment storage facilities to replace the current facility which will be unavailable after 25/12/2021.	21/11-5 (i)	The Clerk	In progress	Dec-21

**Long Melford Parish Council**  
**Dec 2021 payment schedule**  
Presented to the Parish Council meeting dated 2 December 2021

## Appendix 3

<b>Payments approved by Cllrs email under Financial Regulation 5.5(b) since the last meeting</b>	<b>Amount</b>	<b>VAT Accrual</b>	<b>Net Payment</b>
None			£0.00
	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

**December 2021 payments for authorisation**

Sudbury Town Council	Remembrance Sunday traffic management	£520.42	£86.74	£433.68
Suffolk Association of Local Councils	Data Protection workshop - Cllr Delderfield	£30.00	£5.00	£25.00
Holmes and Hills	First registration of playing fields, Long Melford	£930.00	£150.00	£780.00
Garden Nursery	188 trays of plants, fertiliser, compost, watering and labour	£1,964.50	£0.00	£1,964.50
Alan Sawyer	November expenses	£69.93	£9.28	£60.65
AJ Gallagher	Premium increase arising from new street lights	£389.40	£0.00	£389.40
Long Melford Old Sch Comm Centre	Finance Meeting room hire on 17/11/21	£20.00	£0.00	£20.00
Sudbury Town Council	Brushes and paint for LM Beacon	£61.10	£10.18	£50.92
		<b>£3,985.35</b>	<b>£261.20</b>	<b>£3,724.15</b>

**Payments authorised for settlement prior to next meeting**

Direct debit and standing orders approved by the Council in June, August and October 2021

December 2021 salary, pension and HMRC payments

Contractual payments arising from prior decisions of the Council (e.g. Cleaning of public toilets etc)

Payments arising from decisions of the Council on 2 December 2021

Payments agreed by councillor email under Financial Regulation 5.5(b)

Necessary payments made by Clerk under delegated powers

The payments above were authorised at the Parish Council meeting dated 2 December 2021

Councillor Signature:

How paid received	Payer	Description	Amount	VAT	Net
<b>Council receipts during October 2021</b>					
FPI	Stonewriters Memorials	Burial income	360.00	0.00	360.00
FPI	Hanchets	Burial income	360.00	0.00	360.00
FPI	The Swan	Cordell Place play area	330.00	0.00	330.00
CPPC	CP Petty Cash	Car park donations	190.99	0.00	190.99
500525	Hunnaball	Burial income	820.00	0.00	820.00
500525	Old School car park users	Old School car park	180.85	0.00	180.85
500524	Jenny Munro	Oct CP cafe rental	120.00	0.00	120.00
FPI	Saxon Memorials	Burial income	360.00	0.00	360.00
FPI	Christine MacKenzie	Burial income	410.00	0.00	410.00
500526	Old School car park users	Old School car park	169.25	0.00	169.25
500526	Donor's name withheld	Cordell Place play area donation	100.00	0.00	100.00
500526	HL Perfitt	Burial income	55.00	0.00	55.00
NWBS	Nationwide Building Society	October interest	28.88	0.00	28.88
			<b>3,484.97</b>	<b>0.00</b>	<b>3,484.97</b>
<b>Council payments during October 2021</b>					
DD	British Gas	Electricity to 12/9/21	77.65	3.69	73.96
DD	British Telecom	Cemetery Manager mobile	13.20	2.20	11.00
FPO	Alan Sawyer	September expenses	80.67	6.89	73.78
FPO	Babergh District Council	Bus shelter rental	1.25	0.00	1.25
FPO	Diana Skrine	MIB plants	32.96	5.50	27.46
FPO	ETF Ltd	Sept Upper Green toilets	813.60	0.00	813.60
FPO	ETF Ltd	Sept office/Cordell Rd toilets	120.00	0.00	120.00
FPO	Glasdon UK	Stanford seat	2,438.90	406.48	2,032.42
FPO	Grown in Suffolk	MIB, watering August	545.00	0.00	545.00
FPO	Grown in Suffolk	MIB, watering Sept	310.00	0.00	310.00
FPO	Institute of Cemetery & Cremat	Education module, Law, AS	613.60	18.60	595.00
FPO	Indigo Ross	CP 'Jenny Wren' signage	33.60	5.60	28.00
FPO	Susanne Dixon	Sept ranger duties	550.00	0.00	550.00
FPO	Perrywood	MIB plants	16.99	2.83	14.16
FPO	Ron Poole	Ron Poole	9.99	0.00	9.99
FPO	Sudbury Office Supplies	Paper and A4 file	25.97	4.33	21.64
FPO	Sudbury Town Council	Signage materials	69.52	11.59	57.93
FPO	Sudbury Town Council	Padlocks for SID devices	26.00	4.33	21.67
FPO	Suffolk Tree Service Limited	Tree surgery at Melford Walk	1,176.00	196.00	980.00
FPO	TA Accounts	October payroll	6,324.41	6.80	6,317.61
FPO	Tomlinson Groundcare Ltd	Grillo Sickle bar mower	2,800.00	466.67	2,333.33
FPO	WJ Green Ltd	Resin remover	7.98	1.33	6.65
FPO	WJ Green Ltd	Repair John Deere mower	41.94	6.99	34.95
FPO	Anglia Car Charging	Oct EV maint / support	57.60	9.60	48.00
SO	LM Old Sch Community Centre	September room hire	20.00	0.00	20.00
DD	Lloyds Bank Chargecard	Working boots for AS, Prime	62.94	9.16	53.78
DD	EOn	Electricity to 30/9/21	25.82	1.23	24.59
FPO	Elizabeth Malvisi	Entertainment_Women bike tour	680.00	0.00	680.00
FPO	JRL Scaffolding Ltd	Scaffold for Women bike tour	360.00	60.00	300.00
FPO	Project Seven	Entertainment_Women bike tour	200.00	0.00	200.00
DD	EOn	Electricity to 30/9/21	6.11	0.29	5.82
DD	EOn	Electricity to 30/9/21	41.26	1.96	39.30
623	LK & CL Woodhouse	Entertainment_Women bike tour	350.00	0.00	350.00
SO	Susanne Dixon	October ranger duties	550.00	0.00	550.00
SO	Anglia Car Charging	Nov EV maint and support	57.60	9.60	48.00
DD	British Telecom	Office telephone	256.80	42.80	214.00
FPO	Maps4Planners	NP policy map changes	25.00	0.00	25.00
			<b>18,822.36</b>	<b>1,284.47</b>	<b>17,537.89</b>



# Appendix 5

## LONG MELFORD PARISH COUNCIL

The Parish offices, Cordell Road, Long Melford, Suffolk. CO10 9EH.

Tel: 01787 378084 email: clerk@longmelford-pc.gov.uk

**Minutes of:** Finance Committee  
**Date:** Wednesday 17 November 2021 at 13:30  
**Place:** Old School Community Centre, Long Melford, CO10 9DX

**Present:** Cllrs L Malvisi, C Michette, R Michette, D Watts and J Watts

**In attendance:** The Responsible Finance Officer (RFO).

Agenda Number	Description
F/21/12	Cllr Ewbank's apologies for absence were received and accepted.  In the absence of the Cllr Ewbank it was agreed unanimously that Cllr Dave Watts chair the meeting.
F/21/13	Cllr Richard Michette declared a non-pecuniary interest in item 20/19 as he is a trustee of the Long Melford Heritage Trust. There were no other declarations of interest and no requests for dispensation had been received.
F/21/14	The <b>minutes of the previous meeting</b> held on Wednesday 15 September 2021 were unanimously agreed and signed by the Acting Chair as a true and accurate record.
F/21/15	<b>Questions and or statements from the Public:</b> There were no members of the public present.
F/21/16	The <b>RFO reported</b> that: (i) General Risk Assessment items 11,15 and 25 will be considered by the full Council in December as the November Council agenda was unable to accommodate the additional business; (ii) A VAT claim will be made in December so that the VAT element of the street lighting invoice can be recovered at the earliest opportunity.
F/21/17	The RFO presented the <b>statement of income and expenditure, budget and bank reconciliation to 31 October 2021</b> (Appendix 1). Following discussion it was agreed that the accounts be presented to full Council for adoption.
F/21/18	The RFO outlined draft <b>2022/23 budget, precept and fund proposals</b> .  Following questions and discussion <b>it was agreed that Council be asked to consider the following recommendations</b> at the January 2022 Council meeting: (a) that the 2022/23 budget set out in appendix 1 be adopted (b) that a 2022/23 precept of £151,080 be adopted (c) that £3,000 be transferred from the Village Seating Fund to the Upper Green Improvement Fund with immediate effect and that any remainder be transferred to the General Fund thus closing the Village Seating Fund.

	<p>(d) that spending from the following Earmarked Funds be completed before 31 March 2021 and that any unspent monies be either transferred to the General Fund or returned to Babergh District Council thus facilitating the closure of these Funds prior to 31 March 2022:</p> <ul style="list-style-type: none"> <li>• Section 106 Fund</li> <li>• Council IT Fund</li> <li>• Covid-19 Fund</li> </ul> <p>(e) that the balance of all Earmarked Funds existing at 31 March 2022 be carried forward into 2022/23.</p>
F/21/19	<p>Cllrs considered a <b>grant application from Long Melford Heritage Trust</b> in order to commission a geophysical survey within the village (Appendix 2).</p> <p><b>It was recommended</b> that Council agrees a grant of £1,000 subject to submission of an invoice made out to the Long Melford Heritage Trust for the geophysical survey.</p> <p><b>It was further recommended</b> that the grant offer should expire on 30 September 2022.</p>
F/21/20	<p>An <b>updated fixed asset register</b> (Appendix 3) was received. It was noted that buildings, office equipment, Christmas lights and other fixtures, fittings and equipment associated with the cemetery, country park and melford in bloom had been physically checked. The RFO indicated that, with the help of councillors, it ought to be possible to complete the street furniture checks before 31 December 2021.</p> <p><b>It was recommended</b> that Council agrees to remove the assets, identified on Appendix 3 for removal, from the register.</p> <p>It was noted that the following items were either broken or redundant.</p> <p>Item 19 – 2x cloth back blue chairs</p> <p>Item 22 – 1 x HP deskjet 1512 printer</p> <p>Item 23 – 1 x HP Officejet 7612 printer/scanner</p> <p>Item 24 – 1 x Ricoh printer/copier (Alficio 2022)</p> <p>Item 25 – 1 x Shuttle i7 computer tower</p> <p>Item 45 – 1 x Epson Stylus SX438W printer</p> <p>Item 51 – 1 x wooden desk with 3 drawers</p> <p>Item 53 – 1 x FS127 Titan II series safe</p> <p>Item 54 – 1 x Crown space heater (added after the meeting due to failure)</p> <p>Item 57 – 1 x Shuttle Win XP computer tower</p> <p>Item 58 – 1 x Samsung monitor</p> <p><b>It was recommended</b> that the Council authorize the safe and compliant disposal of these assets.</p>

It was agreed that the RFO should liaise with the Chair regarding the date and time of the next meeting.

There being no further business on the agenda, the meeting closed at 15:15.

Signed

Chair, Finance Committee  
Long Melford Parish Council

Long Melford Parish Council

Application for Grant by Charitable, Voluntary or Other Organisations

Part 1 – Details about your organisation

Name of organisation:	LONG MELFORD HERITAGE TRUST		
Name of Secretary / Treasurer:	DAVID GEVAUX		
Address:	THE GABLES 227 GORDON ROAD LONG MELFORD, SUFFOLK, CO10 9ET		
Tel:	01787 371158	Email:	LONGMELFORDHERITAGE.TRUST@GMAIL.COM
The above details will be used for correspondence and the remittance of any approved grant			

How is the organisation established? (please circle / delete)			
Incorporated by Royal Charter?	Yes / No	Registered as a Friendly Society?	Yes / No
Incorporated under Companies Act?	Yes / No	By affiliation to any national body?	Yes / No
Registered as a Charity?	<input checked="" type="radio"/> Yes <input type="radio"/> No	By a Deed of Trust?	Yes / No
Charity No, if applicable:	1196173	Other? (Please specify below)	Yes / No

What are the objectives of the organisation?	
TO PROMOTE THE HERITAGE OF LONG MELFORD	
Does the organisation carry out any trading activity with a view to profit (or does it propose to commence any such activity) other than for general fund raising events?	
Yes <input checked="" type="radio"/> No <input type="radio"/>	
If Yes, please supply details together with the latest Trading and Profit & Loss account on a separate sheet.	
Does the organisation have a membership?	
Yes <input checked="" type="radio"/> No <input type="radio"/>	
If Yes, please state the current:	
Subscription income	£
Number of members	

I/We enclose herewith the following documents. (Please tick those which have been submitted)	
Copy of the Constitution <input checked="" type="checkbox"/>	Copy of the latest Annual Report to members ( )
Copy of latest audited accounts and balance sheet ( )	Other relevant material in support of application ( )

## Part 2 – Details relating to your application

In making an application for a grant, the Council would like a brief outline of the organisation's activities during the past year, with particular relevance to expansion projects or similar matters undertaken. Please give these details here, if they are not included in an attached Annual Report

ARCHAEOLOGICAL EXCAVATIONS


For what specific project are you now seeking the Council's assistance?

AN ARCHAEOLOGICAL GEOPHYSICAL SURVEY

Please specify:-

Total estimated cost	£ 3000.00
Date project scheduled to commence and complete	1/4/22
Amount already available	£ 250.00
Amount expected to be available at commencement	£ 3000.00
Please tell us below of other applications for grants for this project	
Name Body:	Amount applied for:
ROMAN RESEARCH TRUST	£ 1750.00
	£
	£
How much grant are you requesting from Long Melford Parish Council?	£ 1000.00

(Please note that the maximum is £1,500 and the grant must not equal more than 75% of the total cost)

What do you see as the benefits that will be obtained by the parishioners of Long Melford on completion of the project?			
AS THE HISTORICAL ENVIRONMENT IS A HUGE PART OF LONG MELFORD WE CAN TEACH PEOPLE TO UNDERSTAND, CARE AND ENJOY IT.			
If the Parish Council is unable to grant funding for this project, or grant anything other than the full amount requested, will this work still go ahead? If necessary add notes below.			Yes / No
I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.			
Signed:		Date:	6/11/21
Capacity in which signing:	TRUSTEE		

Note: Any cheque will be made payable to the name of the organisation and sent to the Secretary / Treasurer named in **Part 1** unless otherwise stated.

Please return the completed application and supporting documents to:

The Parish Clerk  
Long Melford Parish Council  
Cordell Road  
Long Melford  
Suffolk CO10 9EH

or by email to: [clerk@longmelford-pc.gov.uk](mailto:clerk@longmelford-pc.gov.uk)

If you have any queries with this application, please contact the Clerk on 01787 378084.



# Constitution

## NAME

The name of the organisation shall be Long Melford Heritage Trust

## AIMS

The aims of the Group shall be to provide the residents and visitors to Long Melford, Suffolk with information and artifacts connected to the localities history.

## POWERS

To further these aims the committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.
- (b) Associate local authorities, voluntary organisation and the residents of Long Melford, Suffolk in a common effort to carry out the aims of the Group.
- (c) Do all such lawful things as will further the aims of the Group.

## MEMBERSHIP

- (a) Voting membership shall be open to all residents and visitors of Long Melford over the age of 16, who support the aims of the Centre.
- (b) The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

## MANAGEMENT

- (a) The Committee shall consist of the active volunteers at the Centre, each taking responsibility for the aims and day to day running of the Centre.
- (d) The committee shall meet at least 2 times each year.
- (e) At least 3 committee members must be present at a committee meeting to be able to make decisions.

- (f) A proper record of all transactions and meetings shall be kept and shall be available to any interested parties

### ACCOUNTS

- (a) The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- (b) The funds belonging to the group shall be applied only to further the aims of the group.
- (c) A current record of all income, funding and expenditure will be kept.

### DISSOLUTION

- (a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to Long Melford Parish Council to distribute to other groups or bodies having aims similar to the Centre or some other charitable purpose(s) as the Centre may decide.

- (c) Signed by .....  ..... Date...6/7/2016.....

For and on behalf of the Long Melford Heritage Trust

### **Motion – Council to agree to a spend of up to £400 plus VAT to carry out essential ditch maintenance on Melford Walk**

As leaseholders of the Melford Walk, LMPC are required to maintain the ditches that run alongside the footpath. Over recent years flooding along certain areas of the Melford Walk has got progressively worse and this is due to the ditches having filled up with rotting vegetation and soil. There are also 3 small drainage culverts running off from the fields to the east of the walk which have blocked up and been buried over the years.

Volunteers have carried out a considerable amount of work on the culverts and ditches over the last few months and the culverts have been cleared and rodded through and water seems to be passing fairly freely through the pipework now. The next stage is to dig into the ditches to clear them either side of the culverts by particular areas that flooded most last year. The plan is to also create small attenuation ponds either side of the culverts which will be able to hold a larger quantity of water when there is a lot of rainfall and should prevent the footpath from flooding. These ponds either side of the culverts will also be valuable for wildlife and were a recommendation from SWT.

Much vegetation clearance has been carried out along the ditches by volunteers on working group sessions overseen by members of the biodiversity group and some parish councillors – this volunteer work has prepared the area for the next stage.

Professional and expert advice has been sought from contractors, SCC drainage expert and Suffolk Wildlife Trust. Suffolk Highways were contacted via the Clerk at request of LMPC with regard to what could be done to clear the ditches, but their response wasn't particularly forthcoming.

#### **Ditch Clearance Plan**

Hire a mini digger for a weekend in December. Cost is £160 plus VAT from Turner Tool Hire.

Engage a local fully insured digger operator to clear the ditches either side of the three small culverts and 15 to 20 metres either side of them. Cost for 6 hours, £200 plus VAT.

Amy Hyde Parker has agreed that some of the spoil can go in specified areas by the two allotments off the Melford Walk (Hyde Parker land) and SWT advisor has agreed on two shaded areas for the rest of the spoil.

Notices will be put up advising residents and visitors what we are doing, plus advising residents that if they wish to collect very rich, composted soil for their gardens or vegetable patches they can.

There will be Parish Council volunteers and members of the Biodiversity group overseeing this work when it is being carried out, to ensure minimum disruption is caused to the Melford Walk.

This initial work is only a small part of what is actually needed along the whole of the Melford Walk, but it will have to be carried out in stages and over a longer period of time.

**Cllr L. Tipper**

24/11/2021



### **Long Melford Parish Council Revised Standing Orders**

#### **Agenda Item 21/12-5 (d)**

The Council agreed to defer a decision pending a review of the second draft of the revised Standing Orders by a Working Group consisting of Cllrs Malvisi, Tipper, and D. Watts, and receipt of recommendations from it.



# Licence to Occupy

## **Between**

The Melford Hall Estate  
c/o Clarke & Simpson.  
Well Close Square  
Framlingham  
Suffolk  
IP13 9DU

("Licensor")

and

Long Melford Parish Council  
("Licensee")

## **relating to**

The siting, erection and maintenance of flower planters and flower beds on land in Long Melford



## **2. Interpretation**

- 2.1 In this licence:
  - 2.1.1 the clause headings are for reference only and do not affect its construction
  - 2.1.2 the word 'liability' includes all costs, claims, expenses and loss incurred or suffered by the relevant party
  - 2.1.3 the words 'include', 'includes' and 'including' are deemed to be followed by the words 'without limitation'
  - 2.1.4 an obligation not to do something includes an obligation not to cause or allow that thing to be done
  - 2.1.5 obligations owed by or to more than one person are owed by or to them jointly and severally, and
- 2.2 In this licence unless otherwise specified:
  - 2.2.1 a reference to legislation is a reference to all legislation having effect in the United Kingdom at any time during the Licence Period, including directives, decisions and regulations of the Council or Commission of the European Union, Acts of Parliament, orders, regulations, consents, licences, notices and bye laws made or granted under any Act of Parliament or made or granted by a local authority or by a court of competent jurisdiction and any approved codes of practice issued by a statutory body, and
  - 2.2.2 unless otherwise specified, a reference to particular legislation is a reference to that legislation as amended, consolidated or re-enacted from time to time and all subordinate legislation made under it from time to time

## **3. The Licence**

- 3.1 In consideration of the Licence Fee and of the Licensee's obligations in this Licence, the Licensor grants to the Licensee a non-exclusive licence to:
  - 3.1.1 Access the Site with or without vehicles, workmen and machinery for the purposes of carrying out both the Works and the Purpose;
  - 3.1.2 execute the Works on the Site;
  - 3.1.3 carry out the Purpose for the duration of the License Period.
- 3.2 These rights are granted in common with the Licensor and all others with rights in and on condition that the Licensee does not obstruct or interfere with the rights of the Licensor or any other person so entitled.

## **4. Licensee's Undertakings**

- 4.1 During the Licence Period, the Licensee must:
  - 4.1.1 at its own cost and to the reasonable satisfaction of the Licensor, make good any damage caused to any part of the Land by the exercise of the rights conferred by this Licence
  - 4.1.2 keep the Land clean and tidy and not place on the Land anything that might constitute an obstruction or a risk to the health and safety of pedestrians or drivers in the vicinity of the Land

- 4.1.3 maintain appropriate policies of insurance to cover any damage caused to the Land and the risk of damage or injury to any person or property occasioned by the exercise of the rights conferred by this licence
- 4.1.4 comply with all legislation relating to the Site and to the health and safety of persons working in the Site
- 4.1.5 not to cultivate the ground in any way. All flower planters/beds must be self contained and moveable.
- 4.1.6 not do or omit to do anything which might vitiate any insurance in respect of the Land
- 4.1.7 not use the Site so as to cause any nuisance, damage, disturbance, annoyance or interference to the owners, occupiers or users of the Land or any nearby property
- 4.1.8 remove the Works and reinstate the Site to its original condition at the end of the Licence Period

**5 Assignment or sharing**

This licence is personal to the Licensee and the Licensee must not assign or purport to assign or deal with it in any way. The rights given in this Licence may only be exercised by the Licensee and its employees' agents and contractors.

**6 VAT**

- 6.1 Any obligation of the Licensee to pay the Licence Fee includes an obligation to pay any VAT properly payable in respect of the supply to which payment of that sum relates subject to the provision of a valid VAT invoice addressed to the Licensee.
- 6.2 Any obligation of the Licensee to repay to or reimburse the Licensor in respect of any expenditure incurred by the Licensor includes an obligation to repay or reimburse any VAT forming part of that expenditure.

**7 Indemnity**

The Licensee must indemnify and keep the Licensor indemnified against all liability arising directly or indirectly from the Licensee's use of the Site and the exercise of any rights under this Licence, and any breach of the Licensee's obligations under this Licence.

**8. Payment of Licence Fee and Agent's costs**

- 8.1 The Licensee shall pay the Licensor the Licence Fee annually in advance (if demanded) for the duration of the Licence Period on the anniversary of the date of this Agreement.

**9. Termination**

- 9.1 Notwithstanding clause 10 either Party may terminate this Licence at any time after the fifth anniversary of the date of this Agreement by giving the other not less than 6 months' written notice.

**10. Termination for breach**

- 10.1 If the Licensee is in material breach of any of its obligations under this Licence, then the Licensor must give written notice identifying the breach and give the Licensee reasonable time to remedy the breach. If the breach is not remedied within 21 days, then the Licensor may give written notice terminating this Licence with immediate effect.
- 10.2 Termination of this Licence will release the Licensee from its obligation to pay the Licence Fee and any other sums due under this Licence from the date of termination up to the end of the Licence Period.

**11. No warranty**

The Licensor gives no warranty that the Land is fit for the purposes specified in this Licence.

**12. Service of Notices**

All notices given by the Parties pursuant to the provisions of this Licence must be in writing and are to be sufficiently served if delivered by hand, sent by ordinary first-class post recorded delivery or e-mail to the other party's usual place of business.

**13. No tenancy**

The Licensee acknowledges that this Licence does not confer a right of exclusive possession in respect over any part of the Land. Nothing in this Licence is intended to create a tenancy and at the end of the Licence Period the Licensee will have no right to remain on the Land.

**14. Severance**

If any provision of this Licence (or part of any provision) is or becomes illegal, invalid or unenforceable, the legality, validity and enforceability of any other provision of this licence shall not be affected.

**15. Third parties**

Nothing in this Licence is intended to confer any right on any person pursuant to the Contracts (Rights of Third Parties) Act 1999

Signed by the Licensor: .....

**For & on behalf of the Melford Hall Estate**

Signed on behalf of the Licensee: .....

**For & on behalf of Long Melford Parish Council**

**Clarke &  
Simpson**

Well Close Square  
Framlingham  
Suffolk  
IP13 9DU  
Tel: 01728 621200  
Fax: 01728 724037

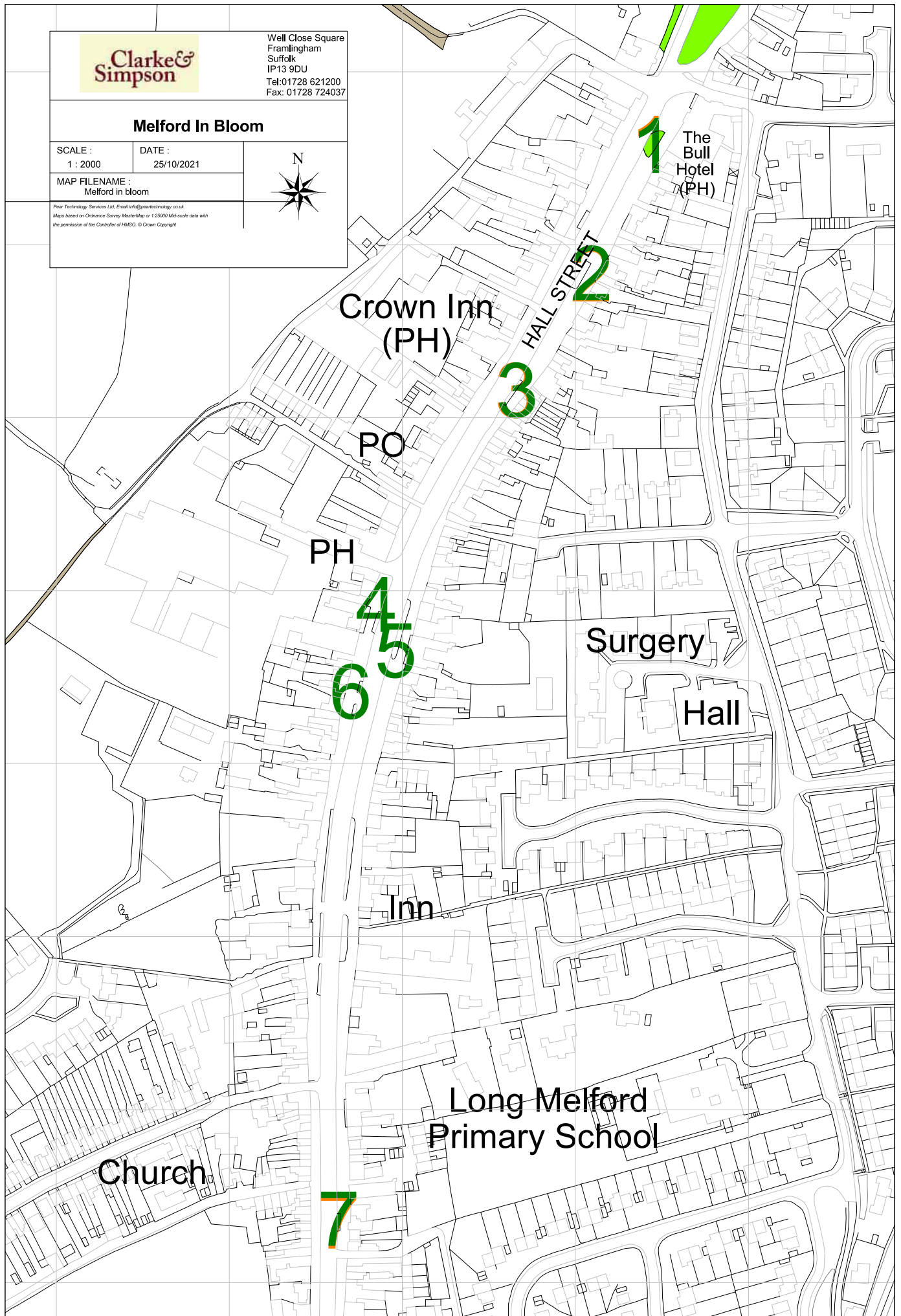
### Melford In Bloom

SCALE :  
1 : 2000

DATE :  
25/10/2021

MAP FILENAME :  
Melford in bloom

Prior Technology Services Ltd. Email: info@priortech.co.uk  
Maps based on Ordnance Survey MasterMap or 1:25000 1:50,000 scale data with  
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Position of Long Melford in Bloom planters and barrels (on greens) May 2020

- 1) Sleeper planter on green by D.Burr
- 2) 2 Half barrels on green by Lime Gallery
- 3) 2 half-barrels on green by Chestnut Terrace
- 4) 2 half barrels on green just south of Orchard Brook entrance
- 5) Sleeper planter on green by Lady Jane. Also half-barrel at southern point of that green
- 6) 2 half-barrels on green just south of Jessica Muir Gallery
- 7) 1 half-barrel on green by Oriole Cottage

**Equipment on greens not shown on map**

- 1 – Sleeper planter on small green just south of Black Lion opposite Church Walk
- 2 – 17 barrier baskets on railings each side of Brook bridge
- 3 – 2 sleeper planters on Little Green
- 4 – 1 half barrel on small green by Bull Lane entrance, just south of little green

This general risk assessment is based on the Society of Local Council Clerks' model and is adapted for use by Long Melford Parish Council.

## New activities requiring risk assessment since the date of the Council's last general risk assessment in March 2021

- Little Woodland Tribe to use the Country Park – a specific risk assessment by Clerk and Country Park Working Group has been completed
- Mobile refreshment served from mobile van at Country Park – a specific risk assessment by Clerk and Country Park Working Group has been completed
- Casual cycling permitted on Melford walk – a specific risk assessment commissioned by the Council has been completed

## Issues arising since the Council's last general risk assessment in March 2021 which impact upon the Councils general risk assessment

- An accidental failure to declare an interest in an item of council business
- Public comment by councillors on the conduct of other councillors
- The Council has declined the opportunity for Code of Conduct, Conflict Resolution and Data Protection/GDPR training
- The review of Council IT systems is still outstanding
- Specific risk assessments are not currently being considered on a monthly basis. They all ought to be reviewed at least annually.

## Separate specific risk assessment documents will be prepared for the following:

- Office premises, equipment and duties;
- Country Park land, premises, equipment, duties and activities;
- Village Caretaker duties;
- Melford in Bloom land, equipment and activities;
- Melford Walk land, equipment, duties and activities;
- Cemetery land, premises, equipment and duties;
- Old School Car Park land and activities;
- Installing and removing Speed Indicator Devices;
- Specific events organised by the Parish Council. e.g. Remembrance.

The Council measures the risk rate on pages 2 to 7 as the product of 'likelihood' and 'severity'. The risk rate score determines the urgency (priority) with which the Council needs to address the risk.		
<i><b>Risk Rate</b></i>	<i><b>Priority</b></i>	<i><b>Action required</b></i>
<b>1 – 16</b>	<b>LOW</b>	Action is required to reduce the risk, although low priority.
<b>17 – 36</b>	<b>MEDIUM</b>	Action required to control the risk. Interim measures may be necessary in the short term.
<b>37 – 100</b>	<b>HIGH</b>	Urgent action required to control the risk. Unacceptable. Immediate action required.

For each risk identified on pages 2 to 7 the Council needs to assess the adequacy of the measures currently in place. The Council should seek to ensure that it has measures in place to ensure that the risk is **adequately** controlled and to reflect this assessment in the **RESULT** column.

Key to RESULT column:

A = Adequately controlled    N = Not adequately controlled    U = Unable to decide (more information required)

# General Risk Assessment for Long Melford Parish Council

Presented to Finance Committee meeting dated 15 September 2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
7	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	Members	5	3	15	Obtain and read 'Good Councillor Guide' Avoid making commitments on behalf of the council Attend relevant training course	A
8	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	4	8	Clerk to publish marked unapproved Minutes to be considered at next meeting	A
9	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	Clerk	3	3	9	Clerk to check minutes with Councillors not more than 7 days after meeting Minutes published	A
10	Inadequate document control	Poor evidence Poor support to Members	Clerk/RFO	5	2	10	Clerk/RFO to establish filing and retrieval system Clerk/RFO to enforce document version control	A
11	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members Clerk/RFO	1	2	2	Members to review Standards regime Recent accidental failure to declare an interest Members have declined training	N
12	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standards regime Reminder to update interests register at Annual Meeting	A
13	Failure to complete/submit Annual Return on time	Poor Auditors report Public confidence suffers	Clerk/RFO	4	2	8	Clerk/RFO to maintain diary	A
14	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk/RFO	1	3	3	Model Standing Orders adapted and adopted Model Financial Regs adapted and adopted Clerk and RFO adequately trained	A
15	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss	Clerk/RFO	4	4	16	IT systems not yet updated – review authorised Documents not yet automatically backed up to cloud storage Monthly local back up	N
16	Loss of services of Parish Clerk/RFO/Cemetery Manager	Interruption to effective administration	Members Clerk	4	4	16	Appointment of locum or temporary Clerk/RFO/Cemetery Manager Instruction Booklet available for Councillors	A

# General Risk Assessment for Long Melford Parish Council

Presented to Finance Committee meeting dated 15 September 2021

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES /COMMENTS	RESULT
22	Orders for Work, goods and services Monitoring of performances against agreed standards under partnership agreements	Unable to fulfil responsibilities	Public Service	3	2	6	Standard of service reviewed before payment	A
23	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	5	2	10	Ensure meetings publicised on notice board Place articles in local parish magazine Include public participation on all agendas Ensure seating available at meeting for public Provide advice for members of the public attending Publish agendas and minutes on website	A
24	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	5	3	15	Clerk to intervene at meetings Review all press releases or newsletter articles before release Adequate Insurance Cover	A
25	Bad publicity	Reduces confidence	Members Clerk	5	3	15	Review all press releases or newsletter articles before release manage press relations Chair is the only person authorised to speak on Council policy unless specific delegation Councillor conflict is being aired publicly	N
26	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	2	4	Maintain insurance Inspections of Speed Indicator Device established.	A
27	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	3	9	Maintain inspection regime Maintain insurance Liaison with Police	A
28	Loss or injury to third parties	Possible litigation Costs/damages	Clerk Public	5	3	15	Review health & safety Ensure adequate insurance Check contractors insurance	A
29	Inadequate insurance	Balance of costs to be found	Public Services	4	2	8	Council to review annually or if circumstances change	A

### Long Melford Parish Council

#### **Proposed Schedule for Planning Committee Meetings and Full Parish Council Meetings - 2022.**

Planning Committee Meetings to start at 7:00pm

Full Council Meetings to start at 7:30pm

- Thursday January 13<sup>th</sup> 2022
- Thursday February 3<sup>rd</sup> 2022
- Thursday March 3<sup>rd</sup> 2022
- Thursday April 7<sup>th</sup> 2022
- Thursday May 5<sup>th</sup> 2022
- Thursday June 9<sup>th</sup> 2022 \*
- Thursday July 7<sup>th</sup> 2022
- Thursday August 4<sup>th</sup> 2022
- Thursday September 1<sup>st</sup> 2022
- Thursday October 6<sup>th</sup> 2022
- Thursday November 3<sup>rd</sup> 2022
- Thursday December 1<sup>st</sup> 2022

\* Thursday 2<sup>nd</sup> June 2022 is the Spring Bank Holiday, moved to accommodate the Queen's Platinum Jubilee Celebration on Friday 3<sup>rd</sup> June 2022.